

Defense Logistics Agency Instruction



DLAI 7201

Effective October 22, 2004

Certified Current June 30, 2011

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Civilian Personnel Uniforms

References: Refer to [Enclosure 1](#).

1. **PURPOSE**: This Instruction:

- a. Establishes the Defense Logistics Agency (DLA) policy for payment of uniform allowance and issuance of a uniform.
- b. Establishes DLA's policy and process to provide required uniforms for Agency employees.
- c. A uniform means a specified article or articles of clothing that may include, but is not limited to, such items as shoes, boots, hats, shirts, slacks, skirts, or outerwear an employee is required by an agency to wear to provide a distinctive and easily identifiable appearance in performing his or her job. A "uniform" does not include protective equipment required for the employee's safety under 5 United States Code 7903 or normal business or work attire purchased at the discretion of the employee. Uniform specifications are provided in [Enclosure 2](#), Procedures.

2. **APPLICABILITY**: This DLA Instruction applies to Headquarters DLA and its Primary Level Field Activities (PLFA) with covered positions.

3. **POLICY**: It is DLA's policy that the civilian uniform allowance process be conducted consistent with Federal government and Department of Defense (DOD) regulations and negotiated labor agreements, when applicable.

- a. Uniforms are authorized for positions classified in the following occupational series: Police, GS-083; Fire Fighter, GS-081; and Nurse, GS-0610.

- b. Personnel in the Police, GS-083 occupational series who have primary functions in the fields of investigation and identification are excluded from the provisions of this Instruction.

4. **RESPONSIBILITIES**: DLA Headquarters and/or PLFA Directors and/or his/her designee(s) will:

a. Ensure that employees comply with the uniform requirements and allowance payments procedures prescribed in [Enclosure 2](#).

b. Authorize deleting uniform items, when appropriate, due to climatic conditions. This does not include authority for additional uniform items or deviations, which must be requested in accordance with this policy in paragraph d above.

c. Request additions or deviations to uniform items.

d. Ensure that no employees are required to wear a uniform unless such a requirement is established by this directive or equivalent authority.

e. Determine if uniform allowances will be paid on an annual or on a quarterly basis.

f. Determine appropriate recovery procedures for those employees paid on an annual basis who leave the position during the period covered by the allowance.

g. Ensure employees' uniforms meet minimum prescribed specifications.

h. Ensure employees display only authorized insignia/badges and are properly attired.

i. Ensure that police and security guards return equipment upon their departure from DLA in accordance with procedures established in the Force Protection and Security Operations DLA Instruction policy.

5. PROCEDURES: Refer to [Enclosure 2](#). Additional information is located at [Enclosure 3](#).

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Enterprise Support
October 22, 2004

Deputy Director, Human Resources
June 30, 2011

3 Enclosures

Enclosure 1 - References

Enclosure 2 - Procedures

Enclosure 3 - Additional Information

Enclosure 1
References

1. 5 Code of Federal Regulations 591, subpart A – Uniform Allowances
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=211d9030a3d682dd3daa5e5cb4704afa&rgn=div5&view=text&node=5:1.0.1.2.80&idno=5#5:1.0.1.2.80.1.90.1>
2. DOD 1400.25-M, Subchapter 591, Standards for Furnishing Uniforms or Paying Uniform Allowances to DOD Civilian Employees
<http://www.cpms.osd.mil/forms/cpm/cpmlistings.aspx?by=chapter>
3. DOD Instruction 6055.6, Fire and Emergency Services Programs
<http://www.dtic.mil/whs/directives/corres/pdf/605506p.pdf>
4. Employees complete Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal. <http://www.dla.mil/dss/forms/Download.htm#Quick>
5. DLA I 4302, Force Protection and Security Operations
<https://headquarters.dla.mil/DES/policy/i4302.htm>

Enclosure 2
Procedures

1. Certain categories of employees will be required to wear uniforms after a determination has been made that the nature of their work makes the wearing of a uniform necessary.

a. The following applies to those categories of employees:

(1) A uniform allowance is only to be provided if employees are not issued uniforms by DLA.

(2) The initial maximum uniform allowance to procure and issue uniform items for uniformed police personnel is \$1,800.00. This initial maximum uniform allowance applies only to the year in which the employee becomes subject to a requirement to wear the uniform.

(3) The initial maximum uniform allowance to procure and issue uniforms for uniformed firefighter personnel is \$1,600.00. This initial maximum uniform allowance applies only to the year in which the employee becomes subject to a requirement to wear the uniform.

(4) The initial uniform allowance to procure and issue uniform items for nurses will not exceed \$800.00.

(5) The replacement uniform allowance amount will not exceed \$800.00 annually for all authorized positions.

b. The replacement allowance will be paid on either a quarterly or annual basis. When the annual payment is used, the employee must be expected to remain in a position subject to the same uniform requirements for the entire year. When an employee leaves the job during the period covered by the allowance, he/she shall be entitled to retain one-fourth of the payment for each quarter of the year, or portion of a quarter, that he/she remains in the position. The balance of the payment shall be recovered from the employee. When the quarterly payment method is used, no refund shall be required.

c. The first replacement allowance will be payable 1 year after the effective date of the initial allowance and will be prorated from the date on which it falls due to the end of the fiscal quarter, (or year, if paid on an annual basis). For prorating purposes, the quarter will be considered 90 days. Subsequent replacement allowances will be payable in advance at the beginning of succeeding fiscal quarters, (or year, if paid on an annual basis).

d. Replacement allowances will be reduced, proportionately, for continuous periods of absence in non-pay status in excess of 30 calendar days during a preceding replacement allowance period. Periods of absence in non-pay status are not cumulative; they are considered only for the effect they have on each replacement allowance, and such periods during the initial allowance period have no effect on entitlement to the replacement allowance. Advance payment of a replacement allowance will not be made when it is known that an employee will be in a continual non-pay status during the allowance period.

e. An advance quarterly replacement allowance will not be paid when it is known that the employee will not occupy the position requiring a uniform for at least 30 days of the period covered by the allowance.

f. When an employee is appointed or assigned for a temporary period exceeding 3 months but less than 1 year to a position requiring the wearing of a uniform, only such uniform items as determined by the DLA Headquarters or PLFA Director will be required. Such an employee will be paid an initial allowance proportionate to the cost of the items prescribed in section 5.3. For assignments of less than 3 months, an employee will not be required to wear a uniform and not be paid an allowance.

g. An employee entering a position for which a uniform is required, and who has been employed in DOD within the preceding year, will be required to certify as to whether uniform articles or allowances were received for periods within the preceding year. If they were received, the employee is to include the name and location of the position encumbered, the type of uniform articles or allowance (initial or replacement and amount) received, and the period involved.

2. Procedures for Obtaining Uniform Allowance Payments.

a. Requests for payment of uniform allowances will be documented on Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal. More than one payee may be listed on, or attached to, a single SF1034. The following information for each payee will be attached:

- (1) Name of the employee
- (2) Mailing Address of the employee
- (3) Title of the position
- (4) Type of allowance (initial or replacement)
- (5) Amount of initial or replacement allowance authorized for the position.

b. The completed SF 1034 should be sent for payment to: Defense Finance and Accounting Service – Columbus; Post Office Box 369016; ATTN: DFAS-FVCOA/CO; Columbus, OH 43236-9016.

c. An authenticating officer will be designated by the DLA Headquarters or PLFA Director to ascertain employee eligibility for an allowance and to certify vouchers for payment.

3. Standards of Appearance

a. Authorized uniforms may not be cleaned or laundered at Government expense. Refer to Appendix G, Miscellaneous Expenses on Official Travel, in the Joint Travel Regulation for guidance for employees on extended travel duty.

b. Unauthorized items of insignia for civilian guard positions will be neither purchased nor permitted to be worn. Authorized guard/police badges and insignia will be worn only while on official duty.

4. Status of Uniforms Upon Departure from DLA.

a. Police Officers and Security Guards are to return all uniforms and equipment to their supervisor in accordance with procedures established in the DLAI, Force Protection and Security Operations.

b. Nurses may retain their uniforms.

c. Fire and Emergency Services personnel may retain their uniforms but must return all government supplied uniform items prior to separation from service to include but not limited to badges.

Enclosure 3
Additional Information

1. The Director, DLA Human Resources, will provide policy guidance to Headquarters DLA and PLFAs on matters relating to the payment of uniform allowances.
2. Uniform specifications. Fire and Emergency Services uniforms shall comply with the requirements set forth in the DLA Instruction 4308, "Fire and Emergency Services Program" unless otherwise directed by DoD Instruction 6055.6, Fire and Emergency Services Program.
3. Badges and Insignia will:
 - a. Be procured and issued by the DLA activity.
 - b. Remain Government property and be returned at termination of service.
 - c. Not be included in the uniform allowance.
4. Nurse Uniforms:
 - a. All nurse uniform materials will be white.
 - b. For nurses who are stationed at a medical clinic or hospital the uniform will be a dress or long trousers with either a coat or smock.
 - c. For nurses who are stationed in administrative settings or who customarily work outside a clinical setting, the uniform will consist of a white smock or white medical laboratory coat over business attire. A nurse pin, badge or other nursing insignia must be worn on the smock or lab coat. The uniforms listed in the paragraph immediately above may be worn in lieu of the smock or lab coat.
5. Request for additions, deletions, or changes to this policy will be submitted to Headquarters DLA, ATTN: DLA Human Resources. Proposals for new Fire Fighter or Nurse uniform requirements submitted to DLA Human Resources will be coordinated with the Director, DLA Finance and the Headquarters DLA Office responsible for the occupational series or organization involved before a new requirement is approved. Proposals for new Police and Security Guard uniform requirements will be sent to the Staff Director, Command Security. This approval is required before the requirement to wear a uniform and the authority to pay an allowance can be established.

Note: Security Force and Police Uniform specifications are provided in the DLA "Force Protection and Security Operations" and DLA Police Policy and Procedures Manual.